

Circulation Policy

I. Purpose.

This policy is intended to establish the conditions under which patrons may remove circulating materials from the library.

II. Circulation of Materials.

1. Generally, the following materials do not circulate: looseleaf reporters, citators, digests, unbound periodicals, and reference materials (such as dictionaries, directories, statistics, etc.). Statutes, reporters and treatises will not circulate unless a duplicate copy accessible to patrons exists.
2. The Law Library reserves the right to determine the circulation status of specific items based on demand and the need to provide Library users with the greatest possible access to legal materials.

III. Circulation Periods.

1. The circulation period for all circulating materials is one week.
2. Generally, materials may be renewed for an additional one week period, provided that the materials are not already overdue. Renewal requests may be made by telephone. The circulation period for Superior Court Judicial Officers is one week, with an automatic two week extension before overdue fines are assessed.

IV. Eligible Borrowers; Required Identification and Information.

1. **Arizona residents** must present 1) a valid Arizona driver's license or Arizona State I.D., with current address, plus another form of address verification (such as a recent local utility bill or personalized check) or 2) a valid Arizona driver's license or Arizona State I.D., address not correct, plus 2 other forms of address verification with the correct address and provide their name, full address, phone number and driver's license number.
2. **Arizona attorneys** must present their bar card and provide their name, bar number and phone number.
3. **Employees of law firms or attorneys** must present a current valid Arizona driver's license or Arizona State I.D., have an authorization letter on file and provide the firm or attorney's name and phone number.

4. **Maricopa County employees** must present a Maricopa County badge and provide their name, department and phone number.

V. Overdue Materials

1. All borrowers who do not return materials by the original or renewal due date are subject to an overdue fine of \$.50 per day per item. A grace period of one day after the item is due is in effect if the item is returned on that day. Otherwise, the overdue fine begins accruing the day after the item is due.
2. It is the borrower's responsibility to return materials on time. However, as a courtesy, after one week the borrower will be notified by telephone that the book is overdue. If the borrower cannot be contacted by phone, a postcard will be sent.
3. On the thirty-first day after a book is overdue, the item is declared lost and borrowing, FAX, photocopy, and interlibrary loan services privileges are revoked. These privileges can be reinstated only upon payment of the fine. The borrower is invoiced for the replacement cost of the item plus a \$25.00 processing fee. If the lost item is returned, the processing fee will be waived, but the overdue fine remains payable.
4. In no case shall an overdue fine exceed the replacement cost of the book.
5. In the future, the Library reserves the right to establish borrower deposits and/or membership fees from which overdue materials, FAX, and photocopy fines may be deducted.

VI. Confidentiality.

In accordance with [Arizona Revised Statutes §41-1354](#), the Library will not disclose the names of patrons who have borrowed Library materials.

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